

**BEER & WINE AUTHORITY / TYPE 118**

State Form 35484
(R&10-06) Approved by
State Board of Accounts
2014

INSTRUCTIONS:

1. Applicant must complete all requested information.
2. Please type or print clearly.
3. Submit application and payment to the local excise district office.

Send, deliver, or mail to:

District #1 52422 County Rd 17
Bristol, IN 46807
Phone: 574-284-9480

District #4 851 S. Frontage Rd
Seymour, IN 47274
Phone: 812-523-8314

District #2 1353 S. Governors Drive
Columbia City, IN 46783
Phone: 260-244-4285

District #5 3650 S. US Hwy 41
Vincennes, IN 47581
Phone: 812-882-1292

District #3 279 W. County Rd 300 N
Crawfordsville, IN 47833
Phone: 765-362-8815

District #6 6400 E. 30th St
Indianapolis, IN 46219
Phone: 317-541-4100

STEP 1. GENERAL INFORMATION

Name of applicant applying for permit. (organization, club, corporation, individual)		E-Mail	TM Permit # (Issued by ATC)
Address (number and street, city, state, ZIP code)			
Name of person making application.		Fax Number ()	Emergency contact telephone number ()
Printed name of contact person of event		Address	Emergency contact telephone number ()

STEP 2. EVENT INFORMATION

Beginning		Ending	
Day	Date	Day	Date
Times of function:		AM	AM
Start	PM	End	PM
Type or description of event			
Exact address of event (number and street, city, state, ZIP code)			

STEP 3. FLOOR PLAN (SEE STEP 4, #2)

occupancy 230 people

STEP 4. ACKNOWLEDGEMENT

In order to qualify for this authority to serve beer & wine, the following guidelines must be met:

1. There must be a well defined premise, i.e. building, tent, enclosure, or fenced-in or designated area.
2. You must have a defined floor plan or diagram. This is to be drawn on Page 1, Step 3 of this application. If minor are to be present you must have a defined separation between the bar area and family area. (Must be on floor plan).
3. There shall be NO carry-out privileges, NO carry-in privileges and NO spirituous beverages allowed.
4. Each applicant must designate an individual to be responsible for the event and such person shall sign the authority.
5. ANY and ALL persons dispensing or accepting payment for alcoholic beverages MUST POSSESS a valid ATC employee permit.
6. The event must meet applicable Board of Health requirements, particularly with regard to restroom facilities.
7. If the event is held in a town park, you must have approval from the town board.
8. Legal hours of dispensing alcoholic beverages (Prevailing Time), Monday through Saturday 7am to 3am the following day. Sunday-7am to 3am the following day.
9. Applicant must file with the district office at which the event will be held at least 15 days prior to the event. Failure to comply will be grounds for denial.
10. This authority must be posted in the most conspicuous place at the location of the event. An Excise Officer or Commissioner, for good cause, has the authority to revoke the authority during the event.

STEP 5. COMMUNITY CLEARANCE

- | | |
|--|--|
| 1. Signature of Sheriff, Chief of Police or Town Marshal where the event is to be located. | 2. Signature of Mayor (if event is held in Fort Wayne) |
|--|--|

Note:

Please post your approved request in a conspicuous place where the alcoholic beverages are being dispensed at the location.
If for any reason this request is denied, you may be notified either in person or by phone.

I swear or affirm under penalties of perjury that the information is true and accurate.

Signature of permittee / agent
(Your signature acknowledges that you have read and will abide by the rules and guidelines.)

Date (month, day, year)

FOR DISTRICT USE ONLY

District number

Date issued (month, day, year)

Reviewed by Excise Police District Representative

Approved

Denied

1. ALL EVENTS ARE \$50.00 PER DAY. BUSINESS CHECKS OR MONEY ORDERS ARE ACCEPTED MADE OUT TO THE INDIANA ALCOHOL & TOBACCO COMMISSION.
2. SERVING PAST MIDNIGHT, NO LATER THAN 3 A.M., IS ONE DAY.
3. NO RAIN CHECKS ON ANY OF THE ABOVE EVENTS.



INDIANA STATE EXCISE POLICE

District 4
651 S Commerce Drive
Seymour, Indiana 47274
812-523-8314
812-522-5681 Fax
dist4@atc.IN.gov

Temporary Beer & Wine Permit Instructions Beer/Wine Authority/Type 118

Step 1- General Information:

Name of Applicant
TM Permit Number (Leave Blank- Excise fills this in)
Address (to send permit to)
E-mail address (to send permit to)
Name of person making application
Fax number
Emergency contact telephone number
Printed name of contact person of event
Emergency contact telephone number

Step 2- Event Information:

Beginning Day (Monday-Sunday)
Beginning Date (month/ day/ year)
Ending Day (Monday-Sunday)
Ending Date (month/ day/ year)
Time of Event
Start Time (no earlier than 7am)
End Time (no later than 3am)
Type of description of event- (wedding, fundraiser, festival. Etc.)
Exact address of event (street address, city, state, zip code, and County event will be held in)

Step 3- Floor Plan (see Step 4, number 2) or attach an 8½ by 11 sheet with floor plan (needs to include bar area)

Step 4- Acknowledgement (Read all information)

Step 5- Community Clearance

1. Law Enforcement signature and date (must be original signatures)
Must be from County where event will take place (If in city limits- Chief of Police, If out of city limits- Sheriff) **IF NOT SIGNED OR DATED WILL BE RETURNED**
2. Not needed unless event is held in Ft. Wayne
3. Must have signature and date of Permittee (must be original signatures) **IF NOT SIGNED OR DATED WILL BE RETURNED**

❖ If you have any additional questions, please contact Christine Deaton at District 4 Office at 812-523-8314